



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
30-2011

OPEN TO: All Interested Candidates
POSITION: Middle East Partnership Initiative (MEPI) Administrator
FSN-10*; FP-05** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: October 13, 2011
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD1,288,949* (Grade 10)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of MEPI Administrator in the Economic Section.

BASIC FUNCTION OF POSITION

The MEPI Administrator supports the MEPI Coordinator in developing and implementing MEPI programs in Algeria, including local grants, exchange programs, MEPI outreach events, alumni activities, and in-country travel for MEPI programs. The Administrator is responsible for day-to-day administration of local grants and supports the MEPI Coordinator and MEPI project officers who have management oversight of local grants. MEPI Administrator must cultivate working-level contacts with MEPI-funded organizations, government counterparts, and civil society to support ongoing projects and identify new organizations and exchange participants, as well as opportunities to expand MEPI programs. The MEPI Administrator must also assist MEPI Coordinator in monitoring, reporting, and maintaining comprehensive records of MEPI activities.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Possession of a college degree. Degrees in political science, business, economics, journalism, or law preferred.
2. **Prior Work Experience:** Five to seven years of progressively responsible professional experience and program management in government, business, NGO, or international organization (e.g., UN).

3. **Language Proficiency:** Level 4/4 English, Arabic and French is required.
4. **Other criteria:** A strong knowledge of all the various functions and activities within the Job Holder's area of work. A detailed and broad knowledge of the political situation, legal and regulatory frameworks, relevant to the Job Holder area of activity
5. **Other Skills and Abilities:** Incumbent must possess excellent oral and written communication skills, demonstrated by the ability to develop succinct and focused public presentations and to draft informative and concise and substantive analytic reports. Must possess demonstrated interpersonal skills that emphasize both clarity of communication and persuasiveness. Computer skills required, including proficiency in Word, PowerPoint, and Excel. Typing ability at 40wpm (minimum).

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFM's who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH AND THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: MEPI Administrator, Vacancy Announcement #30-2011

Point of Contact: Human Resources Office

For quickest reception fax to: 021-60-73-35

Post to: BP 408 16000 Alger Gare

E-mail to: usembassyalgiers_app@state.gov

Note: Only the best qualified applicants will be contacted for a test and an interview.